



VOLUNTARY CERTIFIED ACCESS SPECIALIST PROGRAM

INSTRUCTIONS CONTINUING EDUCATION COURSE VERIFICATION

INSTRUCTIONS: Carefully read all instructions before completing the form [DSA-604: Continuing Education Course Verification](#).

- **Submit this form with your Certification Renewal Application and fees.**
- **This form is for use in renewing your Certified Access Specialists (CASP) certification only.**
- Print out and complete form DSA-604 on a typewriter or print by hand in blue or black ink.
- Renewing CASPs are required to submit a completed Continuing Education Course Verification (form DSA-604) reflecting the completion of a minimum of 15 Continuing Education Units (CEU) in Federal and State regulatory updates, and Universal Design.
- Classes should address changes to the laws and regulations identified in Section 134 of the program regulations (Title 21).
- When a CASP meets all the requirements for recertification, s/he will be recertified for an additional three-year period.
- Answer all applicable questions completely, accurately, and thoroughly. The information you provide will determine whether your CEUs meet the program requirements.
- Incomplete applications, omitting relevant information, or providing false or misleading information may be cause for non-renewal.
- Sign and date the form DSA-604.
- Submit this form with the required form [DSA-600 - Candidate Eligibility and Certifi-](#)

[cation Renewal Application](#) (and/or forms [DSA-605](#) and [DSA-606](#), as appropriate), and the fees for certification renewal.

FEES:

Note – All Fees are non-refundable. The total fees for certification renewal (Government Code Section 4459.8(b)) are \$500.00, consisting of:

\$200.00 Verification of Continuing Education Units prior to Certification Renewal fee: This fee covers administration costs for reassessment of qualifications related to renewal of certification, prior to expiration of the current term of certification. This fee is due at the time the application for certification renewal is submitted and **prior** to the expiration of applicant's current certification.

\$300.00 Certification Renewal Fee: This fee covers the cost for program administration over an additional three-year term of certification. This fee is due upon notification of approval of renewal.

GENERAL INFORMATION: All continuing education offerings attended must be completed within the three-year period of the CASP's current certification.

Applicants who are unsure if a provider is accredited and/or the course offering is approved for CEUs should contact the provider directly for the appropriate information.

The DSA may examine the CASP's records to verify that the applicant for renewal has fulfilled all CEU requirements. During this assessment process, the CASP may be requested to provide information regarding an instructor's qualifications to teach a course (such as a background in disability access requirements) or to provide a short summary of the course material covered.



CERTIFICATES OF COMPLETION: The Certificate of Completion provided by the course sponsor, upon successful completion of the course, shall include:

- a certificate number,
- date completed,
- course hours, and
- the course title.

If the certificate does not contain a certification number provide proof of completion of the course.

- *Do not send certificates of completion or other Continuing Education (CE) documentation to the DSA CASp Unit, unless you are specifically requested to do so.*
- CE certificates of completion should be retained by the applicant for a period of four years.
- It is the CASp's responsibility to determine if a CE course meets the requirements set forth in Title 21 regulations and the Government Code, and that all CE requirements have been met.

- **Applicants for renewal not meeting the CE requirements within the prescribed time will be required to RE-QUALIFY through the examination process before again becoming a Certified Access Specialist.**

THE DSA DOES NOT PREAPPROVE OR REGISTER PROVIDERS OF CE COURSES.

If you have any questions please refer to the certified access specialist website under Certification Renewal at

<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t8>

- or contact the CASp program certification unit at CASprogram@dgs.ca.gov